

Gender Equity Project Colloquia and Workshops

Public Presentations Activities and Discussion

Read: *Tips and Strategies for Public Speaking and Presentations* (Williams, 2003)

Activity 1: Review the public speaking skills and tips provided in the reading. Develop a 3-minute “opening” to a talk on one project you are currently working on. The talk may be anything from a 20-minute conference presentation to a 45- or 60-minute colloquium. We suggest that you have a specific presentation in mind. Remember that your goals are to capture the audience’s attention, to state only the main points of your work, and explain why the research is important. Come prepared to present this opening during the workshop. Each associate will present her opening to the group and receive feedback on her public speaking style.

Activity 2: After presenting your opening, work in a group of three to list the public speaking skills you would like to improve or develop. Focus on the feedback provided by the group and delineate areas in which you think you can improve. Generate at least one concrete step you can take to improve the presentation that you are working on. We suggest that you arrange practice sessions with other associates, in your field or in a related field, who can listen to a technical talk and provide useful feedback. Form a group and plan to meet at least once or twice this semester to practice your talk and monitor your progress. If you prefer, use this plan with your sponsor, or other colleagues.

During one of the workshops next semester we will devote at least one hour to a discussion of what you learned from these practice sessions. Please document the steps you take to improve your presentation skills, the feedback you receive, and the progress you make so that you will be able to participate in this discussion.

Reference

Williams, N. (2003). *Tips and strategies for public presentations*. Unpublished manuscript, Gender Equity Project, Hunter College.